



TREASURER

The Treasurer serves on the Executive Committee along with the Chair, Vice Chair and Secretary.

Qualifications

1. The Treasurer should have completed Step 7 and be working with a sponsor.
2. Be familiar, or willing to familiarise themselves with, the Twelve Traditions of UA.
3. Intergroup Officers should be solvent for six months as defined with their UA sponsor.
4. Be part of a home UA group.

General responsibilities for all Intergroup Officers

1. Shall email the Secretary with an officer report for each UA-UK IG meeting, describing actions taken since the last meeting.
2. Shall save copies of all documents needed to perform their officer role in the UA-UK IG Google Drive and maintain archives as necessary.
3. Shall perform all other necessary duties pertaining to their role as requested in UA-UK-IG meetings.
4. Shall handover to the next officer and be available for the period of one month only after the term of office.
5. Shall familiarise themselves with the Simplified Robert's Rules of Order.
6. Shall read and respond to emails and WhatsApp messages between UA-UK IG meetings.

Treasurer responsibilities

1. Shall maintain a current and savings account, for dispersal of UA-UK IG funds.
2. To reconcile the transactions and balance in the bank statements with the information recorded in the spreadsheet. (*Reconciliation means regularly checking that the information matches and investigating and following up if it doesn't match.*)
3. Pay UA-UK IG and IG Officer expenses.
4. Shall submit financial reports at each UA-UK IG meeting.
5. Shall store all the financial reports in the Google Drive.
6. Update an annual spending plan and bring a proposal to the ABM for discussion and voting.
7. Shall provide the bank with legally required personal information to be held on record by the bank.
8. The Treasurer shall be an account holder and signatory on the UA-UK IG bank account, along with two other Intergroup officers, one of whom is normally the Chair.
9. Keep a record of all bank mandates.
10. Shall be the signatory for the insurance policy on behalf of UA-UK IG.
11. Check and respond to Treasurer emails in a timely manner.

Term of Office

1. IG Officers shall be elected to serve for a period of two years.